



DATE: May 22, 1970

*National Archives and Records Service*

*Washington National Records Center*

*Washington, D.C. 20409*


REPLY TO  
ATTN OF: Gordon L. Williams  
Center Manager

SUBJECT: Records Retirement Procedures

To: Records Management Officers

In response to requests by agencies for technical advice concerning the preparation and transfer of records to Records Centers, we have prepared the enclosed stylized instructions in the format of a typical records manual. The instructions are designed so that they may be incorporated in a records disposition manual or issued separately as an internal directive. However, modification may be required to meet the special requirements of your agency. You should review them carefully prior to issuance.

We hope that these instructions will clarify the procedures involved in transferring records to Records Centers. Questions concerning these instructions should be directed to the Washington National Records Center, Washington, D.C. 20409.

  
Gordon L. Williams  
Center Manager

Enclosure

## CHAPTER I. RECORDS CONTROL PROGRAM

1. Purpose: The records control program provides for systematic methods of maintaining records, removing records from high cost office space to low cost storage areas, and disposing of records that are no longer needed to carry on the work of this agency. Its purpose is to establish and maintain control over all paperwork in order that relevant information be readily available to all officials. This program is part of a Government wide program to manage the more than 4.8 million cubic feet of records produced annually and is essential to the efficient and effective operation of all offices within this agency.

2. Authority: The Federal Records Act (44 U.S.C. 3101) and implementing regulations (41 C.F.R. 101-11) of the General Services Administration require that the head of each Federal agency establish and maintain an active and continuing program for the economical and efficient management of agency records. The regulations require that noncurrent records be systematically transferred to the National Archives, retired to Federal Records Centers, or destroyed by authorized means.

3. Implementation: This manual provides the guideline for implementing and carrying out the requirements of the records control program. The program is designed to achieve the following goals:

- a). identifying those records that have permanent worth because of their administrative, legal, fiscal, or historical values and transferring them to the National Archives, other authorized depositories, or Federal Records Centers.
- b). transferring records which are consulted less than once per month per file drawer to Federal Records Centers or local storage areas.

- c). destroying noncurrent records in accordance with approved disposal schedules.
- d). eliminating nonrecord material as rapidly as possible.

4. Definition of Records. The term "records" is defined in the Records Disposal Act (44 U.S.C. 3301) as "all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein."

5. Definition of Non-Record. The following classes of material have been defined as nonrecord material:

- a). extra copies of documents preserved only for convenience of reference.
- b). extra copies of printed or processed materials of which official copies have been retained for purposes of record.
- c). stocks of publications and processed documents preserved for supply purposes.
- d). drafts, worksheets, and notes that do not represent significant steps in the preparation of record copies of documents.
- e). letters of transmittal that do not add information to that contained in the transmitted material.

If there is doubt whether an item is record or nonrecord material, contact the Records Management Office.

6. Exhibit and Display Material. Executive Order 11440 dated December 11, 1968, requires that exhibit and display material created by Executive departments and agencies be reviewed by the agency or department head and the Administrator of the General Services Administration to determine its fitness for inclusion as part of the archival and cultural heritage of the United States. Upon approval of the GSA Administrator, exhibits and displays which possess sufficient historical value to warrant continued preservation are transferred to his custody. If you have exhibit material, it should be offered to the National Archives through the Records Management Office.

7. Federal Records Centers. To assist agencies in their records disposal program, the General Services Administration, through its National Archives and Records Service, operates a nationwide system of Federal Records Centers. The Centers serve as repositories for Federal records which are not sufficiently active to warrant their retention in expensive office space. Areas of the United States and the Records Centers which serve them are shown in exhibit A.

(CHAPTER II. This chapter should discuss your records management organization and how it operates throughout the agency.)

### CHAPTER III. RETIRING RECORDS TO FEDERAL RECORDS CENTERS

1. Retirement Criteria. Records should be retired to a Records Center when they meet the following conditions:

- a). The disposition instructions in Chapter \_\_\_\_\_ specify that they should be transferred to a Records Center at recurring periods.
- b). If the records are not covered in Chapter \_\_\_\_\_, the records may be transferred when:
  - 1). They are consulted less than once per month per file drawer and
  - 2). The life span of the records exceeds three years.

Records which are referred to much more often and/or have a shorter life span, may be accepted for transfer if it is economically worthwhile. However, permission should first be obtained from the Records Management Office and the Federal Records Center to which you plan to retire the records.

2. Preparing Records for Retirement. The following steps should be taken prior to transferring records to a Records Center:

- a). Classified records should be reviewed in order to downgrade the records to the lowest permissible classification. Centers should be notified when records transferred to their custody are covered by automatic time-phased downgrading or declassification provisions.
- b). All nonrecord material and all records for which the retention period has expired should not be transferred to the Center.

3. Records Shipping Containers. Records which are eligible for transfer to Records Centers must be placed in special containers. These containers measure 10X12X15 inches and are designed to accommodate 1 cubic foot of records. A good rule for estimating the total number of boxes needed is this:

- a). One full letter-size file drawer requires 1½ boxes and
- b). One full legal-size file drawer requires 2 boxes.

Records Centers will provide packing instructions for records that are either too large to fit the standard containers or too small to utilize container dimensions effectively. In order to eliminate duplication of effort, do not pack such records prior to receiving instructions. Contact the nearest Records Center for special instructions. In addition, do not pack boxes so that they weigh more than 40 pounds. If this results in a great loss of box space, contact the Records Center for advice.

4. Procurement of Containers. Containers may be obtained in the following manner:

- a). Agencies in the Metropolitan Washington, D.C. area may obtain containers by requesting them from the Washington National Records Center.
- b). Agencies located in the various General Services Administration Regions may order containers from the nearest Records Center or from the nearest regional depot of the Federal Supply Service (Federal Stock No. 8115-290-3379).

5. Packing Records. Pack the records firmly in the container, but do not force them. To make future reference easier, they should not be packed so tightly as to hinder withdrawal. Without disturbing the existing filing arrangement, folders should be placed in the container in an upright position. Under no circumstances should additional folders be placed on top of folders in the upright position. The front of the container is the 12-inch end without the metal staples. Letter-size folders should be placed in the box so that they are facing the front of the box. Using the front of the box as a point of reference, legal size folders

should face the left, 15-inch, side of the container. The file folder labels on letter-size and legal-size material can be read easily from the front of the container. Avoid placing records with widely different retention periods in the same container. Permanent and temporary records should never be placed in the same container. Records from more than one office or bureau should not be packed in the same container, nor should General Accounting Office site-audit records be mixed with agency records.

6. Inventory Lists. As you pack the records, prepare a list to identify the records in each container. The list should contain the title of the records (contracts, disbursement vouchers, etc.) and the inclusive dates of the records being transferred. The title and dates are followed by a listing of the contents of each box in the transfer. If the records have a simple, logical arrangement, list only the first and last item in each box.

Example of an inventory list:

Military Case Files, July 1967 - June 1968

Box 1 Adams, Asa - Carter, Albert

Box 2 Carter, Benjamin - Edwards, William

Box 3 Efferson, Anton - Hall, George

If the arrangement of the records is complex, list each file folder title on the inventory list. The list will serve as a convenient reference aide to materials that have been transferred. It is also used to prepare Standard Form 135, "Records Transmittal and Receipt," and Standard Form 135A, "Continuation Sheet." (See Section 10, below).

7. Accession Numbers. Records Centers use an accession number to identify records in their custody. Each separate transfer of records must have its own

unique number. Always refer to the accession number when you communicate with Centers concerning records in their custody. Obtain the accession number in the following manner:

- a). Washington Metropolitan Area. Prior to retiring records, request the accession number from the Washington National Records Center. The number must appear on all containers being transferred as well as on the documentation relating to the records.
- b). Regional Areas. Regional Records Centers will issue an accession number after they have received the records.
- c). Exception to b. Offices in a metropolitan area where a Records Center is located should contact the Center for instructions concerning the assignment of an accession number.

8. Marking Containers. When containers have preprinted labels such as the one that appears in exhibit B, print the required information on the front of the container with a black felt tip marker. If the containers do not have a preprinted label, see exhibit C which illustrates the data that should appear on the containers.

9. Numbering Containers. Containers should be numbered consecutively, starting with No. 1 for each transfer. Write the number on the front of the container in the upper right hand corner if the box does not have a preprinted label.

10. Records Transmittal and Receipt (Standard Form 135). Each transfer must be documented with a "Records Transmittal and Receipt" form. This form serves:

- a). To record the transfer of the files to the custody of the Federal Records Centers,
- b). To provide an inventory sufficiently detailed to aid the Center in providing future reference service.



- c). To guarantee the integrity of the records and,
- d). To allow for the proper disposition of the records.

These forms may be ordered from the Federal Supply Service (Federal Stock No. 7540-634-4093). If additional pages are required for a single transfer, use Standard Form 135A (Federal Stock No. 7540-823-7952). Prepare an original and 3 copies of the forms. (When General Accounting Office site-audit records are being transferred, prepare an original and 4 copies.) Instructions for completing SF135 appear in exhibit D. A copy of all forms prepared should be maintained in your office as a "suspense" file. Submit forms to the Records Centers in the following manner:

- a). Washington and Regional Areas. Send an original and two copies to the appropriate Records Center.
- b). Metropolitan Areas. Agencies located in Metropolitan areas that have Records Centers (Washington, D.C. excepted) should contact the Centers for instructions concerning the submission of SF135.

11. Preparation of Records for Shipment. Containers must be taped in accordance with instructions below if they are shipped under any one of the following conditions:

- a). The containers will be handled four times or more during shipment.
- b). The containers comprise a freight shipment of less than carload lot.
- c). The cartons are being shipped to Centers by freight, express, or parcel post.

Tape all flaps, all corners, and edges of the boxes, top and bottom with filament tape (Federal Stock No. 8135-290-8036). The tape must not cover labels or other identifying data.

12. Shipment of Records.

- a). Washington Area. Upon receipt of SF135, the Washington National Records Center will schedule your records for pickup by Center personnel if your agency is located within the area serviced by the Center, if not, follow subsection c, below. The proper completion of SF135 will expedite this service.
- b). Metropolitan Areas. Agencies in metropolitan areas that have a Records Center should contact the Center for instructions. Some of the Centers are staffed to provide local pickup service.
- c). Regional Areas. Records are normally shipped to Centers via commercial carriers or the U.S. Postal System.

13. Loading of Records for Shipment. Large shipments of records should be loaded into motor or rail conveyances in reverse numerical sequence so that when the shipments reach the Centers, the first carton off will be number "1" and the others will follow in numerical sequence which means that they can be moved directly to the shelves without being rehandled.

#### CHAPTER IV. REFERENCE SERVICE FROM FEDERAL RECORDS CENTERS

1. Reference Services Provided. Federal Records Centers provide the following services:

- a). Furnish the documents themselves on a loan basis.
- b). Furnish information over the telephone.
- c). Furnish copies of documents.

2. How to Obtain Reference Service from Federal Records Centers. Requests for reference service shall be made directly to the Records Center having custody of the records. Optional Form 11, "Request for Service," is used to make requests. The form may be obtained from the Federal Supply Service under stock number 7540-753-4604. A separate form is used for each item requested unless the items are in sequential order in which case only one form for the series is necessary. Complete the form with the following information:

- a). Title of the file item desired.
- b). The number of the box which contains the records (include the FRC box number if the Records Center assigned a new number. The new number will be found in item 12 under the "FRC ONLY" column.)
- c). The accession number.
- d). The location of the records, if known (in the Washington Metropolitan area this will appear on a flyer attached to the receipted and returned SF135).
- e). Name and telephone number of the person making the request.
- f). Agency name and exact location for delivery of the records.

If a record is urgently needed, reference requests can be made by telephone. The caller should provide the Center with the same information as required for a written request. Centers will also grant authorized personnel access to the records.

Upon receipt of certain types of records recalled by an agency, the Records Center may request that activity to sign, date, and return a copy of the Optional Form 11.

## EXHIBIT A

## FEDERAL RECORDS CENTERS

GSA Region	Areas Served	Addresses
	Designated records of the Military Departments and the U.S. Coast Guard	National Personnel Records Center, GSA (Military Personnel Records) 9700 Page Boulevard St. Louis, Mo. 63132
	Entire Federal Government (for personnel and pay records of separated Civilian employees; other designated records).	National Personnel Records Center, GSA (Civilian Personnel Records) 111 Winnebago Street St. Louis, Mo. 63118
1	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island.	Federal Records Center, GSA 380 Trapelo Road Waltham, Massachusetts 02154
2	New York, New Jersey (except areas south of Trenton), Puerto Rico, and the Virgin Islands.	Federal Records Center, GSA 641 Washington Street New York, New York 10014
	New Jersey (south of Trenton), Delaware, and Pennsylvania (east of Lancaster).	Federal Records Center, GSA 5000 Wissahickon Avenue Philadelphia, Pa. 19144
	Pennsylvania (except areas of Lancaster).	Federal Records Center, GSA Naval Supply Depot, Bldg. 308 Mechanicsburg, Pa. 17055
3	District of Columbia, Maryland, West Virginia, and Virginia.	<u>Post Office Mailing Address</u> Washington National Records Center General Services Administration Washington, D.C. 20409  <u>Commercial Carrier Shipping Address</u> Washington National Records Center 4205 Suitland Road Suitland, Maryland
4	North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida.	Federal Records Center, GSA 1557 St. Joseph Avenue East Point, Georgia 30044
5	Kentucky, Illinois, Wisconsin, Michigan, Indiana, and Ohio.	Federal Records Center, GSA 7201 South Leamington Avenue Chicago, Illinois 60638

EXHIBIT A (cont.)

FEDERAL RECORDS CENTERS

GSA Region	Areas Served	Addresses
6	Kansas, Iowa, Nebraska, North Dakota, South Dakota, Minnesota, and Missouri (except greater St. Louis area).  Greater St. Louis area (Missouri only).	Federal Records Center, GSA 2306 East Bannister Road Kansas City, Mo. 64131  National Personnel Records Center, GSA (Civilian Personnel Records) 111 Winnebago Street St. Louis, Mo. 63118
7	Texas, Oklahoma, Arkansas, and Louisiana.	Federal Records Center, GSA 4900 Hemphill Street Post Office Box 6216 Fort Worth, Texas 76115
8	Colorado, Wyoming, Utah, Arizona, and New Mexico.	Federal Records Center, GSA Building 48, Denver Federal Center Denver, Colorado 80225
9	Nevada (except Clark County), California (except Southern California and Pacific Ocean areas).  Clark County, Nevada, and Southern California (Counties of San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Orange, Los Angeles, Riverside, Inyo, Imperial, San Diego).	Federal Records Center, GSA Building 1, 100 Harrison St. San Francisco, California 94105  Federal Records Center, GSA 4747 Eastern Avenue Bell, California 90201
10	Washington, Oregon, Idaho, Montana, and Alaska.	Federal Records Center, GSA 6125 Sand Point Way Seattle, Washington 98115

EXHIBIT B

Box Label (Preprinted)

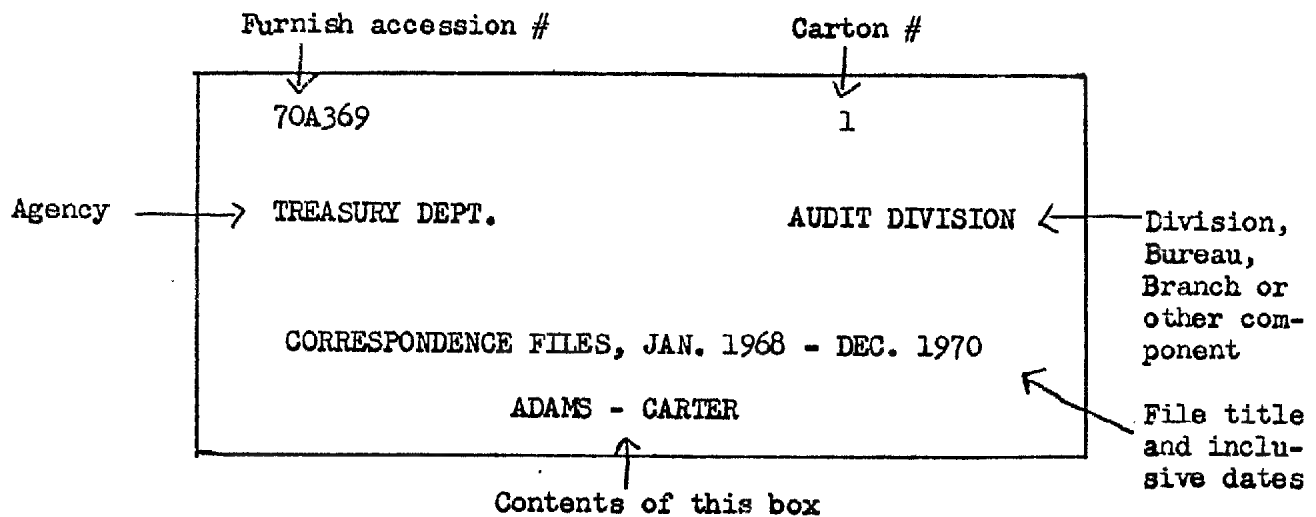
Data to be written on the label is not underlined and appears in capital letters.

<u>Accession No.</u> SEE PARAGRAPH XIII	<u>Carton No.</u> SEE PARAGRAPH XV
<u>Agency</u> TREASURY DEPARTMENT	<u>Division</u> AUDIT DIVISION
<u>Brief Description of Records</u>  CORRESPONDENCE FILES, JAN. 1968 - DEC. 1970  ADAMS - CARTER  Be sure to include the title of the file, the inclusive dates of the records, and the contents of the box in question.	

EXHIBIT C

Box (No Preprinted Label)

Information to be written on the box appears in capital letters inside the block.





Office to which Records Center returns receipted copy of this form. Include Stop numbers.

Be sure that Records Officer signs the transmittal before sending to Center.

Organisational title of office which created the records. Begin with the Departmental level and work down to the records creating level.

Brief functional statement of the office which created or maintained the records.

Put file title and inclusive dates here.

Complete description of records. Include subject matter, method of arrangement, and if originals or copies.

DO NOT USE ABBREVIATIONS ON THIS FORM.

Building address and room where records are to be picked up. (D.C. area only)

Obtain Accession and Record Group numbers from the Records Management Office.

Leave Blank.

Always cite one of the following: Top Secret, Secret, Confidential, Restricted to Persons Approved by Agency Officials, or None.

One standard center box equals one cubic foot. Count boxes and put total here.

Cite the full title of the Disposal Manual, paragraph, and item number. Be specific.

List contents of each box. Only first and last folders in each box need be listed on this form if records are filed in a logical arrangement.

Washington National Records Center, 4205 Suitland Road, Suitland, Maryland, Room 133			
STANDARD FORM 135 JULY 1961 EDITION GENERAL SERVICES ADMINISTRATION FORM 135-100 (7-61)		RECORDS TRANSMITTAL AND RECEIPT	
INSTRUCTIONS Send original and two copies to appropriate Federal Records Center.		TO BE COMPLETED BY FEDERAL RECORDS CENTER 70A1350 64 DATE RECORDS RECEIVED	
FROM: (Name and address of Agency transferring records) Office of Records Management General Services Administration Washington, D.C. 20407 (Stop 29)		TO: Federal Records Center, GSA Accession Section Washington, D.C. 20409 (Stop 366)	
1. DATE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS IF ANY Restricted to persons approved by Agency Officials			
2. SQUARE FEET OF SPACE RELEASED 42	3. STORAGE 6	4. FILE CABINETS (No.) 6	5. FILING EQUIPMENT EMPLOYED A. TUBES (No.) B. ROLLERS (No.) C. SHELVING (Lm. Ft.)
6. NAME OF AGENCY CUSTODIAN OF RECORDS John Smith	7. BUILDING AND ROOM NO. WNRC Bldg., Room 133	8. TELEPHONE NO. 13x5416	9. DATE Dec. 12, 1967
10. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONSENT? James Doe	11. NO TITLE Records Officer	12. DISPOSAL AUTHORITY (Schedule and Item No.)	
13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)			
<p>General Services Administration National Archives and Records Service Office of Records Management Washington National Records Center Accession and Disposal Branch</p> <p>The Accession and Disposal Branch receives records from Government agencies, stores the records in the appropriate stack areas, and effects legal disposition of the records (retain, destroy, or pending). The Branch also keeps statistics on its holdings and on office space released. The Branch provides assistance in the accessioning and disposal processes to those agencies who require it.</p> <p>STATISTICS ON HOLDINGS, FISCAL YEAR 1967</p> <p>1-42 These records are statistical files, ADP cards, and computer printouts relating to the holdings of the Records Center for Fiscal Year 1967. They are arranged numerically by report number.</p> <p>1 11142 - 11369 2 11370 - 11562 3 11563 - 11724 4 11725 - 11941</p>			
14. RECORDS CONTROL MANUAL Item 6301 Paragraph B Page 54			

NOTE: Each time you retire records to a Records Center a new accession number is assigned. When transferring to the WNRC the number should be obtained in advance and appear on this Form and on each box.

# GUIDE FOR RECORDS RETIREMENT

**RECORDS SHELF LIST FORM 140A**

NOTE: Prepare in duplicate and submit original to Records Center

OFFICE \_\_\_\_\_ DIVISION \_\_\_\_\_

ASSIGNED BY RECORDS CENTER  
JOB NO. \_\_\_\_\_

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND ENTER ABOVE JOB NUMBER.

**RECORDS RETIREMENT REQUEST FORM 140**

Submit original and 3 copies to Records Center. One copy will be returned to the originating office when material is accessioned. Additional copies may be prepared as indicated by \_\_\_\_\_

PART I

TO: Chief, Records Center

APPLICATION

DESCRIPTION OF FILE SERIES (Include: SARY TO LIST RECORDS, USE FORM NO. 140)

☐ SHELF LIST ATTACHED

CLASSIFICATION OF RECORDS

APPROXIMATE REFERENCE ACTIVITY

BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_

BOX NO. \_\_\_\_\_ OF \_\_\_\_\_ BOXES

OFFICE \_\_\_\_\_

BRANCH \_\_\_\_\_

FILE SERIES \_\_\_\_\_

STARTS \_\_\_\_\_

ENDS \_\_\_\_\_

EXCEPTIONS \_\_\_\_\_

**RECORDS STORAGE BOX LABEL FORM 14**

FORM NO. 14 REPLACES FORM NO. 36-288 WHICH MAY BE USED. (35)

PART II (TO BE COMPLETED BY RECORDS CENTER)

RECORDS ADMINISTRATION PROGRAM

-00039R000100420001-2  
REVISED MARCH 1966

RECORDS MANAGEMENT GUIDES are developed  
and issued by the Agency Records Admin-  
istration Officer in accordance with  
Headquarters Regulation  dated 4-64

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CONTENTS

	Page No.
List of Illustrations . . . . .	ii
Introduction . . . . .	iii
I. Responsibility . . . . .	1
Records Custodian . . . . .	1
Records Management Officer . . . . .	2
Records Center . . . . .	4
II. Initiating the Retirement . . . . .	5
Records Custodian . . . . .	5
Records Management Officer . . . . .	6
Records Center . . . . .	9
III. Preparing the Files for Shipment . . . . .	10
IV. Preparing the Records Shelf List . . . . .	12
V. Sending the Records to the Center . . . . .	14
Records Custodian . . . . .	14
Records Management Officer . . . . .	15
Records Center . . . . .	15
VI. Reference Service . . . . .	17
Records Custodian . . . . .	17
Records Management Officer . . . . .	19
Records Center . . . . .	19
VII. Disposition . . . . .	21
Records Center . . . . .	21
Records Management Officer . . . . .	24
Records Custodian . . . . .	24

LIST OF ILLUSTRATIONS

	Page No.
FIGURE 1. RECORDS CONTROL SCHEDULE FORM 139 . . . . .	1
FIGURE 2. RECORDS RETIREMENT REQUEST FORM 140 PART I . . .	6
FIGURE 3. RECORDS RETIREMENT REQUEST FORM 140 PART II . . .	7
FIGURE 4. VARIOUS SIZE BOXES . . . . .	8
FIGURE 5. ACCESSIONING PROCESS RECORD FORM 1192 . . . . .	9
FIGURE 6. PACKING BOXES . . . . .	10
FIGURE 7. RECORDS STORAGE BOX LABEL FORM 14 . . . . .	11
FIGURE 8. SEALING BOXES . . . . .	11
FIGURE 9. RECORDS SHELF LIST FORM 140A . . . . .	12
FIGURE 10. TOP SECRET LISTING . . . . .	13
FIGURE 11. RECORDS RETIREMENT REQUEST FORM 140 PART III . .	16
FIGURE 12. RESTRICTION FLASH CARD . . . . .	16
FIGURE 13. RECORDS CENTER SERVICE REQUEST FORM 490 . . . . .	17
FIGURE 14. RETURN TO RECORDS CENTER STAMP . . . . .	20
FIGURE 15. RECORDS RETIREMENT REQUEST FORM 140 DISPOSAL PORTION OF PART III . . . . .	21
FIGURE 16. DISPOSITION STAMP . . . . .	22
FIGURE 17. NOTIFICATION OF DISPOSITION ACTION FORM 141 . . .	23

## INTRODUCTION

The Agency is producing records at a very rapid rate.

To handle this accumulation of files economically and efficiently, the Agency is required by law to establish and maintain effective Records Administration Programs. These programs include setting up controls over the creation, maintenance and disposition of records.

One of the major objectives of the Agency's Records Administration Program is to keep non-current records moving out of high-cost space and filing equipment into the low-cost Records Center as rapidly as possible.

This guide is issued to establish standards and procedures to accomplish this objective. It is intended to serve as a guide for all personnel concerned with the retirement of records to the Records Center, including the Records Custodian, the Records Management Officer and Records Center Personnel.

# I. RESPONSIBILITY

THE RECORDS CUSTODIAN IS RESPONSIBLE FOR:

## A. Accessioning

1. Executing the disposition instructions in the Records Control Schedule (Figure 1).
2. Boxing and documenting the records that are scheduled to be re-tired to the Records Center, according to the procedures outlined in this handbook.
3. Observing any special instructions given by the Records Management Officer.

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 00-60	
OFFICE, DIVISION, BRANCH		CONCURRENCE	
ABC/D/E		DATE	
ITEM NO.		Chief, Branch E 1 June 1960	
FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		DISPOSITION INSTRUCTIONS	
VOLUME (CUBIC FT.)			
1	<p>Branch Subject File</p> <p>This file is maintained for the Branch Chief and reflects the administration and activities of the Branch. The file consists of memoranda, reports, form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject</p>	6	<p>Temporary - Destroy after 3 years; cut off end of each calendar year, hold one year and retire to Records Center</p>

FORM NO. 139 USE PREVIOUS EDITIONS. 1 JAN 58

(4)

Figure 1

B. Reference

1. Knowing and documenting the series of records that have been re-tired including the accessioning job number and box number for each document.
2. Insuring that any records obtained on loan are returned to the Records Center as soon as it has served the purpose for which it was requested.
3. Notifying the Records Center if it is necessary to retain permanently any record that was requested on loan. (When the record is of permanent value, the Records Center should be notified through the Records Management Officer. If a cubic foot or more is recalled for permanent retention, concurrence must be obtained from the Records Management Officer on both temporary and permanent records.)

C. Disposition

1. Applying the disposition instructions outlined in the Records Control Schedule.
2. Initiating and justifying any change in the disposition instructions.

THE RECORDS MANAGEMENT OFFICER IS RESPONSIBLE FOR:

A. Accessioning

1. Preparing, obtaining approval for and distributing the Records Control Schedule for his office.



2. Advising and assisting the Records Custodians and officials in his office on all phases of records management.
3. Assuring that the records created or received by his office are retired to the Records Center according to the Records Control Schedule.
4. Providing liaison between the Records Custodian and the Records Center.

B. Reference

1. Controlling reference service requests according to procedures he has established in cooperation with the Records Center.
2. Instructing the personnel of his area on the procedure for obtaining records from the Records Center any hour of the day or night, 365 days of the year.

C. Disposition

1. Reviewing the Records Custodian's compliance with the Records Control Schedule.
2. Reviewing the disposition instructions in the Records Control Schedule and recommending changes when necessary.
3. Reporting to the Agency Records Administration Officer pertaining to the Records Management Program in his office.

THE CHIEF, RECORDS CENTER, IS RESPONSIBLE FOR:

A. Accessioning

1. Assigning and controlling the accessioning job number.
2. Furnishing retirement information and assistance.
3. Arranging transportation for the records to the Center including a security escort.
4. Providing safe and secure storage for all records, observing the need-to-know principle and enforcing restrictions placed on the use of the records by the retiring office.
5. Providing advice and assistance to the Records Management Officer on special problems concerning the retirement of records.

B. Reference

Providing reference service on the records in the most expeditious manner possible, any hour of the day or night, 365 days of the year.

C. Disposition

1. Maintaining a tickler file on all records in the Center to insure prompt disposal of scheduled records.
2. Executing the actual disposal and reporting it to the Records Management Officer of the office concerned.
3. Reporting to the Agency Records Administration Officer on the disposition program.

## II. INITIATING THE RETIREMENT

### RECORDS CUSTODIAN

To initiate the retirement of the files to the Agency Records Center at least an original and four copies of Part I of Form 140, Records Retirement Request (Figure 2) must be completed. (Five copies will give one for the Records Custodian, one for the Records Management Officer and three for the Records Center.) Most of the entries on Form 140 are self-explanatory; however, a few require emphasis.

1. The accessioning job number is assigned by the Records Center.
2. The description must be the same as the files identification in the Records Control Schedule (Figure 1). In the event the records to be retired are not on the existing Records Control Schedule they must be described in detail. This description will enable the Records Management Officer to prepare a schedule for these records and should include:
  - a. The name of the file series (only one series per retirement)
  - b. Its general content
  - c. The function or purpose for which it was created
  - d. Its significant relationship with other records, including duplication
  - e. Its arrangement
  - f. Its inclusive dates

When Part I of the Form 140 has been completed all five copies must be signed by the Records Custodian and forwarded to the Records Management Officer. If the records are of a size other than standard legal or letter files, the Records Management Officer should be informed, also if TOP SECRET records are involved the Custodian should request that the RMO contact the area or division TOP SECRET Control Officer for special instructions.

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER JOB NO.	
Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your ARO.				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) <b>ABC</b> BRANCH <b>E</b>		DIVISION <b>D</b> SECTION <b>--</b>	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)					
<b>Branch Subject File - 1960</b>					
This file is maintained for the Branch Chief and reflects the administration and activities of the Branch. The file consists of memoranda, reports and form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject according to Handbook [redacted]					
<input type="checkbox"/> SHELF LIST ATTACHED <input checked="" type="checkbox"/> SHELF LIST TO BE INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
<b>TOP SECRET</b>			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify)		
			<input checked="" type="checkbox"/> LEGAL <b>2</b> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
<b>Not more than twice</b>					
BUILDING		ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN
<b>X</b>		<b>121</b>	<b>0000</b>	<b>1-8-62</b>	<b>JANE SMITH</b>
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
OF MATERIAL					


STAT

Figure 2

## RECORDS MANAGEMENT OFFICER

Upon receipt of the Form 140 from the Records Custodian, the Records Management Officer verifies that the records are eligible for retirement to the Records Center by checking the Records Control Schedule. To be eligible, the records must have a definite retention period. If the records are not on the existing schedule, the Records Management Officer obtains approval from the Agency Records Administration Officer to add this new item to the schedule.

When the RMO is certain that the records to be retired are properly scheduled and documented, he completes Part II of Form 140 (Figure 3).

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)				
TYPE OF MATERIAL				
<input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD				
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")				
Personnel of ABC/D/E and ARO				
DISPOSITION AUTHORIZATION				
CITE SCHEDULE OR AUTHORITY				
Records Control Schedule No. 00-60, Item No. 1				
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER
X	100	0000	1-8-62	 JOHN HENRY

FORM NO. 140 USE PREVIOUS EDITIONS. (13-46)

Figure 3

Particular attention should be given to the following items:

1. RESTRICTIONS ON USE OF RECORDS

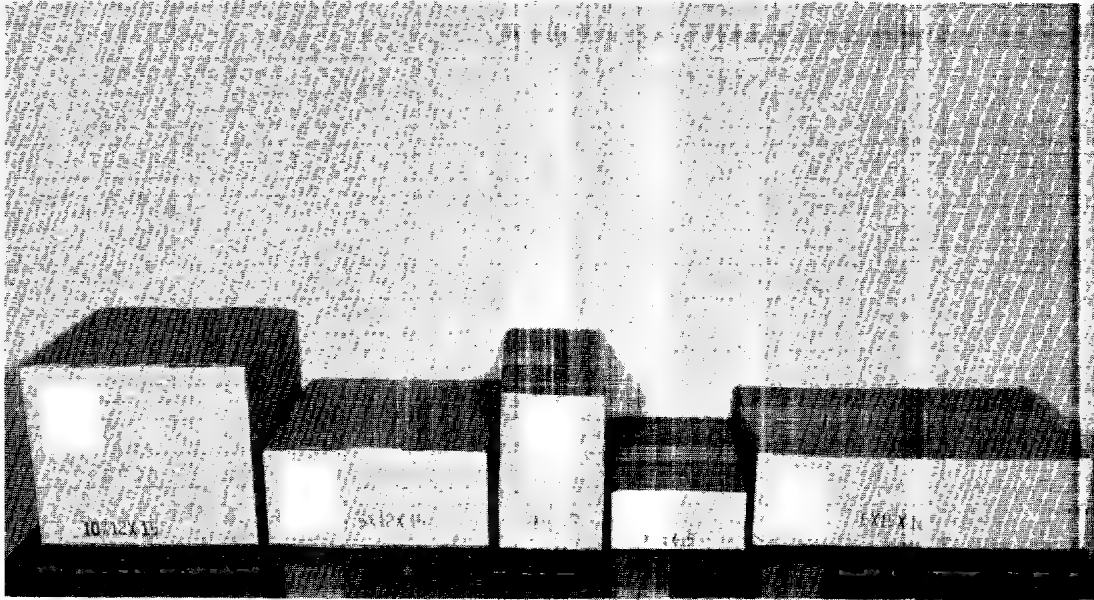
The specific restrictions imposed on the use of retired records shall be determined by the retiring office.

2. CITE SCHEDULE OR AUTHORITY

It is necessary to specifically indicate the item number and the approved schedule which covers it. (Only one Item Number per retirement)

The Records Management Officer then signs the Forms 140 and sends all five copies to the Records Center. Along with the Forms 140, the RMO sends a note for each retirement with the following information:

1. The number and size of any special boxes needed. (Figure 4) (The standard Records Center box is available in the Building Supply Office.)



- A. Standard Records Center Container, (10 x 12 x 15 inches) for legal and letter-size files. Each container holds one cubic foot.
- B. Half-Standard Records Center Containers (5 x 12 x 15 inches) for 16 and 35 MM microfilm reels. Whenever possible retire in multiples of two.
- C. Five by Eight Card Box (5 x 8 x 15 inches) for 5 x 8 cards, dictaphone memo belts, and other 5 x 8 inch files. Whenever possible retire in multiples of two.
- D. IBM Card Box (3½ x 7 3/4 x 15 inches) for IBM Cards, cancelled checks, 3 x 5 cards and 70 MM cut negatives. Whenever possible retire in multiples of five.
- E. X-Ray Box (5 x 15 x 18 inches) for x-rays, newspapers, IBM listings, charts and other large files. Whenever possible retire in multiples of four.

Figure 4

- 2. Any SPECIAL CLASSIFICATION of the records, so that a special accessioning job number can be issued.
- 3. The number of TS FLAGS needed if the retirement includes TOP SECRET documents.
- 4. Any special circumstances concerning the retirement.

When the Records Center receives the Forms 140 from the Records Management Officer the following action is taken:

1. The forms are reviewed for completeness.
2. The item number is checked against the Records Center copy of the Records Control Schedule to verify that the records are eligible to be retired to the Center.
3. If the forms are not properly signed and completed and/or if the records are not eligible to be retired, the forms are returned to the Records Management Officer with explanation. If the forms are in order the actions continue as follows:
4. The accessioning job number is issued and placed on all five copies of the Form 140.
5. Form 1192, Accessioning Process Record (Figure 5), is initiated. The Form 1192 is filed pending the receipt of the records.

ACCESSION NO. 62-1111	OFFICE ABC	DIVISION D	BRANCH E	SPACE NO.	
CUBIC FEET 4	NO. CONTAINERS 4	TYPE CONTAINERS R.C.	DATE DLE 2/9/62	FROM	TO
ACTION	DATE	INITIALS			
FORMS RECEIVED	1/9/62	WEB	<input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT		
FORMS CHECKED	1/9/62	REL	SCHEDULE NO. 00-60	PAGE NO. 1	
SCHEDULE CHECKED	1/9/62	REL	ITEM NO. 1	DISPOSAL DATE Jan. 1964	
NUMBER ISSUED	1/9/62	REL	REMARKS  4 Boxes to 121 X Bldg.		
RECORDS RECEIVED	2/9/62	ICS			
RECORDS CHECKED	2/9/62	ICS			
SERVICE	YES	NO			
BOXES FURNISHED	X				
TRANSPORTATION		X			
OTHER					

FORM 4. 62 1192 ACCESSIONING PROCESS RECORD (11-33)

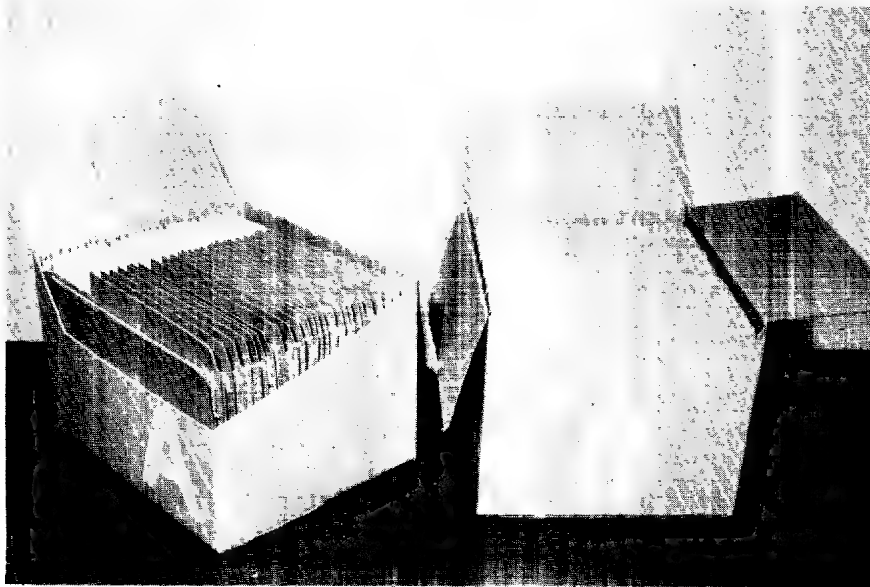
Figure 5

6. The fifth copy of the Form 140 is returned to the Records Management Officer as authorization to transfer.
7. The requested number of special boxes are sent to the Records Custodian.
8. Any special information or material is forwarded as requested.

The records should be packed as soon as possible after authorization has been received from the Records Management Officer. (The authorization is the copy of Form 140 returned to the Custodian by the RMO with the accessioning job number assigned.)

To pack the records proceed as follows:

1. Screen out all obvious non-record material.
2. Downgrade security classification of records whenever such action is authorized.
3. Pack the records in the box without disturbing the existing filing arrangement, placing the folders in an upright position; this is with the letter-size folders the twelve-inch way and the legal-size folders the fifteen-inch way (Figure 6). The unstitched twelve-inch end of the box is always considered the front.



A. Legal-size files - filed left to right.  
B. Letter-size files - filed front to back.

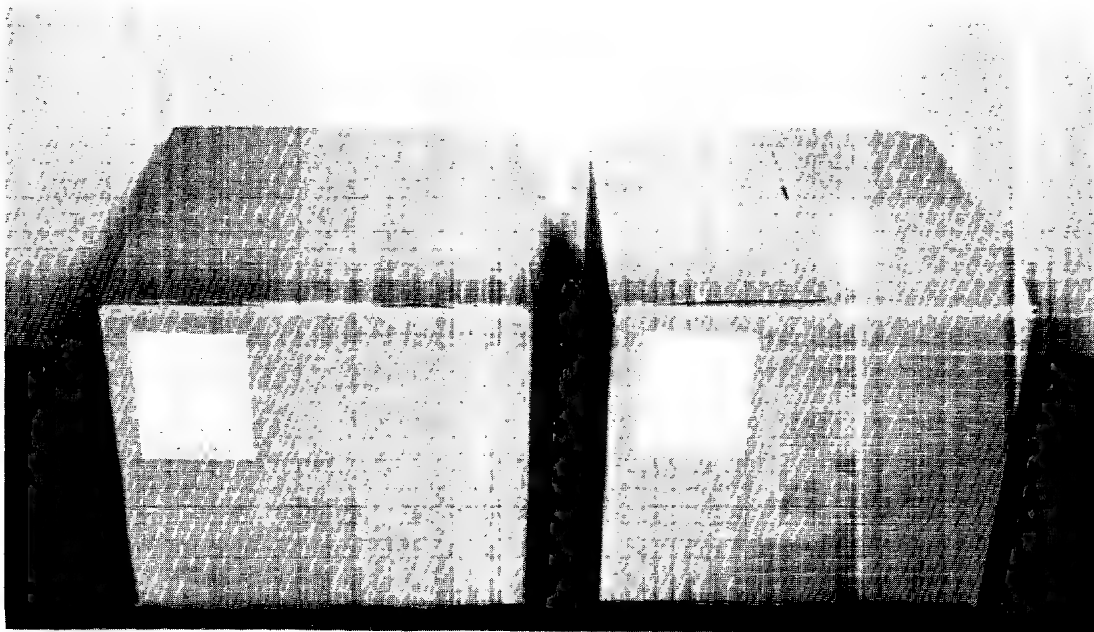
Figure 6



4. Leave enough room so that folders can be easily removed for future reference.
5. Flag TOP SECRET documents by using a "TS FLAG" (a strip of green card stock). Do not stamp TOP SECRET on the outside of the box.
6. Complete a Form 14, Records Storage Box Label, for each box (Figure 7).
7. Seal boxes as shown in Figure 8.

BOX NO.	JOB NO.
1 OF 4 BOXES	62-1111
OFFICE	DIVISION
ABC	D
BRANCH	SECTION
E	
FILE SERIES	
BRANCH SUBJECT FILE	
STARTS	
ACCOUNTING	
ENDS	
APPROPRIATIONS - 3	
EXCEPTIONS	
None	
RECORDS STORAGE BOX LABEL	
FORM NO. 14 REPLACES FORM NO. 36-288 (35)	
1 JUL 54 WHICH MAY BE USED.	

Figure 7



- A. Sealed with 3 inch gummed Kraft tape
- B. Sealed by alternately crossing the top flaps

Figure 8

## IV. PREPARING THE RECORDS SHELF LIST

To provide the Records Center with an accession inventory and facilitate reference, a second retirement form may be used. The form used for this accession or box-by-box inventory is the Form 140A, Records Shelf List (Figure 9).

RECORDS SHELF LIST			JOB NO. 62-1111
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS 4
OFFICE ABC	DIVISION D	BRANCH E	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
1	Accounting Accounting - 9 Appropriations " - 1 " - 2 " - 3		
2	Buildings and Grounds - 2 " " " - 3 " " " - 9 " " " - 9 " " " - 10 Collection - 1 " 11 Committees - 1 Communications - 2 " 3 Dissemination - 1 Equipment and Supplies - 4 " " " - 5		
3	Forms - 1 Liaison - 3 " - 4 Medical - 1 Meetings - 2 " - 3 Organization and Management - 4 " " " 7 " " " 9		
4	Personnel - 1 " 2 " 3 " 5 " 7 " 12 Records - 3 " 6 Reports Security - 1 " 3 " 6 Training - 1 " 3 Travel - 2		

FORM 140a USE PREVIOUS EDITION.  
4-62

(22)

Figure 9

If an index is being maintained in the current files area for either an alphabetical or numerical file, it is recommended that the job number, box number and date of retirement be entered upon this file, and a shelf list not be prepared; however, if there is no existing index, a shelf list may be prepared.

This Shelf List must be sufficiently detailed for the Records Custodian to furnish the Records Center information for any reference service that may be required. At least an original and two copies of the Shelf List must be made and the original and one must be sent to the Records Center along with the corresponding records. The two copies should be sealed in an envelope and taped to the top of the number-one box. The entries on Form 140A are self-explanatory, however, it is essential that the containers listed on the form are accurate and correspond exactly with the number on the boxes.

If TOP SECRET records are included in the transfer, it is necessary to prepare a list of the TOP SECRET documents (Figure 10). This list is prepared in quadruplicate and must contain the following information:

1. TOP SECRET number
2. Copy number
3. Title or subject
4. Date

Three copies of the list must be sent to the Records Center with the Form 140A.

JOB NO. 62-1111

TOP SECRET DOCUMENTS RETIRED TO RECORDS CENTER ON 4 JANUARY 1962

<u>TS NO.</u>	<u>DATE</u>	<u>COPY NO.(S)</u>	<u>SUBJECT</u>
100000	24 Jan 1960	1	Field Trip of Branch Chief
100111	15 May 1960	5	Survey of Field Operations
101211	30 June 1960	4	Production Status Report
109221	8 July 1960	2	Report on Branch "E" Activities
109304	17 July 1960	1	Memo for the Record RE: Meeting with Field Representa- tives
109972	4 Aug. 1960	8	Division Program for FY 1962

Figure 10

V. SENDING THE RECORDS TO THE CENTER

RECORDS CUSTODIAN

The Records Custodian should call the Records Management Officer when the records are ready for shipment. If the total number of boxes in the retirement does not exceed ten, the boxes can be put in the outgoing mail and will be picked up by the regular Couriers.

If the retirement consists of more than ten boxes the Records Management Officer will arrange with the Records Center for a direct pick-up of the records. The scheduled days for such pick-ups are announced to the RMO. In order to make these arrangements, the Records Center requires the following information:

1. Number of boxes
2. Type of boxes
3. Location of the records
4. Name and extension of the Records Custodian

When direct pick-up is required it is necessary for the Records Custodian to contact the Records Center through the Records Management Officer no later than noon of the day before the records are ready to be picked up. This is necessary since the Records Center must contact and coordinate the pick-up with the following operating elements:

1. The Transportation Division
2. The Security Officer
3. The Supply Officer

Records that have special or sensitive classifications require special handling. The Records Management Officer will advise the Custodians on the necessary procedures to ship these records.

Whenever possible the Records Management Officer should inspect each retirement before it is sent to the Records Center. He will advise the Custodian on any retirement that requires special transportation or special handling.

#### RECORDS CENTER

When the records are received the responsible person will:

1. Put them in the receiving area.
2. Inspect them for correct packing, labeling and filing arrangement.
3. Check them against the description on Form 140 and against the information on Form 140A.
4. If the records are not in order the Records Management Officer will be contacted and the records returned or other satisfactory arrangements made. If the records are in order, the action continues as follows:
5. If TOP SECRET records are included in the retirement, verify that the listed TS documents are in the box. The listings are receipted and distributed as follows:
  - a. The original is retained by the Records Center and is filed in the Record Group File.
  - b. The second copy is forwarded to the Top Secret Control Officer.
  - c. The third copy is forwarded to the Custodian's Area or Division Top Secret Control Officer.
6. Arrange the boxes in numerical order within each retirement.
7. Obtain location of available space from the Space Control Index.
8. Stamp the space number on each box and place them on the shelves.

9. Complete the receipting portion of Part III of the Form 140, Records Retirement Request (Figure 11).

JOB NO. 62-1111		AREA	ROW	STORAGE LOCATION 28452-28455	
OFFICE ABC	DIVISION D		DISPOSAL ACTIVITY BRANCH E		SECTION --
SCHEDULE NO (or List) 00-60			PAGE --		DISPOSAL DATE Jan. 1964
REMARKS					
CUBIC FEET 4	NO. OF CONTAINERS 4	RECEIPT PROCESSING TYPE OF CONTAINERS RC		DATE RECEIVED 2-9-62	RECEIVED BY I. C. STACKS

Figure 11

10. Enter the restrictions on a 3 x 5 "flash" card (Figure 12). A salmon color card is used if the records are temporary and a blue card is used for permanent records.

62-1111	ABC
RESTRICTIONS	
Personnel of ABC/D/E and RMO	

Figure 12

11. Form 140 is distributed as follows:

- The original and 3 x 5 restriction card is put in Locator File.
- The second copy is returned to the Records Management Officer with a copy of the Records Shelf List, Form 140A.
- The third copy and the original of the Shelf List, Form 140A, is put in the Record Group File.
- The fourth copy is put in the Disposal File.

VI. REFERENCE SERVICE

RECORDS CUSTODIAN

Agency personnel can obtain quick and reliable reference service on records in the Records Center by using Form 490, Records Center Service Request (Figure 13).

FORM 490 - 8-59 REC 11-61 USE PREVIOUS EDITIONS		RECORDS CENTER SERVICE REQUEST		(38) INSTRUCTIONS: REQUESTER-1. COMPLETE REQUEST 2. RETAIN LAST COPY FOR SUSPENSE. 3. SEND REST OF SET TO RECORDS CENTER. 4. UPON RECEIPT OF MATERIAL DESTROY SUSPENSE COPY.	
FROM:	RECORDS CENTER	NO.		DATE	2/25/62
		DATE		BOX NO.	1
				JOB NO.	62-1111
				ACTION REQUESTED	
				LOAN	X
				PER RET	
				INFORMATION	
TO:	Jane Smith	NAME OF REQUESTER			
	Room 121 - X Bldg	OFFICE			
		Jane Smith			
		ABC/D/E			
		TEL. EXT. 0000			
LOG DATA:		FOR RECORD CENTER USE			
	Folder marked -	SERVICES BY	SPACE NO.	POSTED	
	Accounting - 9				
		NUMBER SENT			
		INT	DOC	REF	ADM. ISS
		NOTIFIED			

Figure 13

The requestor may ask for information from the records or for the loan of records themselves. No request will be honored if it conflicts with restrictions established by the retiring office, and no information will be given by telephone if the information has a security classification.

There are four types of reference service available depending on the need of the requestor. These four types are:

1. "Routine Service" which requires about twenty-four hours; that is requests that are mailed one morning are usually filled and returned the next morning. To obtain Routine Service, simply complete a Form 490, retain the last copy and send the remaining five copies to the Records Center through the regular Agency Mail and Courier Service. The items on Form 490 are self-explanatory. However, because it is extremely important that all items are completed correctly, further explanation may be necessary. On the right side of Form 490 the requestor must include:

- a. The date of the request

- b. The number of the box in which the requested record is filed.
- c. The accessioning job number under which the record was retired (ONLY ONE JOB NUMBER PER REQUEST FORM).
- d. The action required; that is on loan, permanent retention or information. (If a record of permanent value is requested for permanent retention the request must be sent through the Records Management Officer. If one or more cubic feet are recalled on permanent retention the Records Custodian must obtain concurrence of the Records Management Officer on both temporary and permanent records.)
- e. The name of the person requesting the service.
- f. The office and telephone number of the requestor.

On the left side of Form 490, the requestor must identify:

- g. The name of the person to whom the record is to be sent.
- h. The complete address of the person to whom the record is to be sent.
- i. Under "Log Data" the description of the record or service requested.

NOTE: Only one item per request form and requests that do not comply with the above procedure will be returned unfilled.

- 2. "Priority Service" which requires about four hours. Priority Service can be obtained by calling the Records Management Officer, explaining the need and furnishing him with the same information called for on the Form 490. (Telephone requests will be honored only if they come from the Records Management Officer or alternates that have been authorized in writing.)
- 3. "Emergency Service" which requires the time it takes to "pull" the record and deliver it to the requestor, about one and a half hours. To obtain Emergency Service call the Records Management Officer, explain the need, justify the emergency service, specify the time the record is needed and furnish the same information called for on Form 490. (Emergency Service will be provided only at the request of the Records Management Officer or assistant.)
- 4. "After-hours Service" which requires about two hours. To obtain After-hours Service follow the procedure set up by the Records Management Officer.



Some offices find it desirable to require that all requests be made by or channeled through one or two persons in the office. The names of such persons should be on record at the Records Center.

When the Records Management Officer receives a call for Priority Service or Emergency Service it is his duty to make sure that this service is necessary. If the RMO is convinced that special service is necessary, he then calls the Records Center and gives the same information called for on Form 490 and the time and date the record is needed.

It is the duty of the Records Management Officer to set up a procedure whereby the Records Custodian in his area can obtain After-hours Service. This service can be obtained any time, day or night, throughout the year.

Concurrence is required from the Records Management Officer on all requests, from Records Custodians in his area, that request a cubic foot or more of records on permanent retention. This concurrence must be given by signing the request (Form 490) or by attaching a memorandum.

#### RECORDS CENTER

A DOCUMENT IS NEVER SENT TO OTHER THAN THE RETIRING OFFICE EXCEPT AT THE REQUEST OF THE RETIRING OFFICE.

The Records Center Service Requests are processed immediately through the Accessioning Section. The Chief of Reference reviews the requests and assigns them to appropriate Reference personnel.

The Records Center uses the five copies of Form 490 as follows:

1. The original for the Records Center file
2. The second copy on the Charge-Out card
3. The third copy as the Courier Receipt
4. The fourth copy on the envelope or box as the address
5. Returns the fifth copy with the Requested Record.

Each request (Form 490) is checked against the restrictions on the 3 x 5 "flash" card in the Locator File. If the restrictions do not forbid the requestor the use of the record requested, the location is placed on the original of the Form 490. In the event the requested record is of permanent value, or is going to other than the retiring office or is TOP SECRET, the Form 490 and charge-out card are stamped SUSPENSE.

The record is pulled from the box and the charge-out card inserted in its place. The record is stamped with the appropriate RETURN STAMP (Figure 14) and placed in a container with the fifth copy of Form 490.

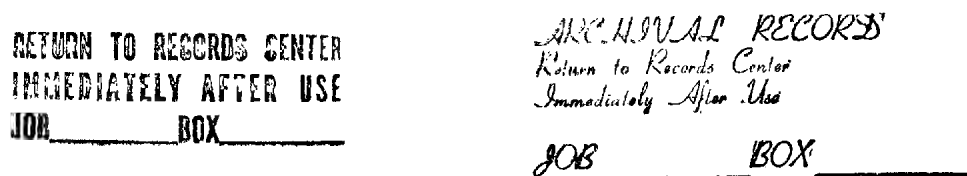


Figure 14

The container is addressed by using the fourth copy of Form 490, it is receipted by using the third copy of Form 490, and is placed in the outgoing mail.

If the records are being recalled permanently and one cubic foot or more is involved, all copies of Form 490 are forwarded to the Disposal Section before any action is taken.

## VII. DISPOSITION

THE TRANSFER OF RECORDS TO THE AGENCY RECORDS CENTER IS NOT A SUBSTITUTE FOR DISPOSAL.

## RECORDS CENTER

The disposal process starts when Disposition receives its copy of the Form 140. The disposal activity portion of Part III of Form 140 (Figure 15) is completed and the form is filed in the Disposal Tickler File.

JOB NO.		AREA	ROW	STORAGE LOCATION SPACE	
OFFICE		DIVISION	DISPOSAL ACTIVITY BRANCH		DISPOSAL DATE
ABC		D	E		Jan. 1964
SCHEDULE NO. (or List)		AUTHORITY FOR DISPOSAL PAGE		ITEM	
00-60		--		1	

Figure 15

When the scheduled disposition date arrives the following action is taken:

1. Remove Form 140 from tickler file
2. Remove records from the shelf and make proper disposition
3. Stamp Form 140 with disposition stamp (Figure 16). When Disposition is made on only a part of the accession, three copies of Form 141 (Figure 17) must be prepared.
4. Send two copies of completed Form 141 to Records Management Officer.

Figure 16

<b>NOTIFICATION OF DISPOSITION ACTION</b>		<b>DISPOSITION JOB NO.</b> 64-D-500	
<b>TO</b> RECORDS MANAGEMENT OFFICER/ ABC	<b>FROM</b> RECORDS CENTER	<b>DATE</b> 1/2/64	
Disposition, as indicated below, has been made of the following described records in accordance with the authority cited.			
<b>DESCRIPTION OF RECORDS</b>			
<b>ACCESSION JOB NO.</b> 62-1111		<b>VOLUME</b> 2 cubic feet	
<b>NAME OF FILES, CONTENTS, FUNCTION AND INCLUSIVE DATES</b>  Branch Subject File - 1960  This file is maintained for the Branch Chief and reflects the administration and activities of the Branch. The file consists of memoranda, reports and form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>			
<input type="checkbox"/> SEE ATTACHMENT(S)			
<b>SECURITY CLASSIFICATION</b>			
<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	<input checked="" type="checkbox"/> TOP SECRET
<b>AUTHORITY FOR DISPOSITION OF ABOVE RECORDS</b>  Request from ABC/RMO			
<b>REMARKS</b>  Boxes 3 and 4 remain in Records Center			
<b>FOR RECORDS CENTER ONLY</b>			
<b>METHOD OF DISPOSITION</b>		<b>WITNESSING OFFICIAL</b>	
<input type="checkbox"/> BURNED		<b>SIGNATURE</b> W. E. Burnside	
<input checked="" type="checkbox"/> TRANSFERRED Boxes 1 & 2		<b>TITLE</b> Chief, Disposition	
<input type="checkbox"/> OTHER (Specify)		<b>DATE</b> 1/2/64	

FORM 4.62 141 OBSOLETE PREVIOUS EDITIONS.

(15-42)

STAT

Figure 17

5. Make disposition of the remaining copies of the forms as follows:

- a. Stamp and file original copy of Forms 140 and 140A in the Completed Disposal Job File.
- b. Stamp and file remaining copy of Form 140 in Records Group Disposition File.

6. Post the transaction to the Records Center Statistical Records.

If records are being permanently transferred back to the retiring office, the authority will be the signed Form 490 or memorandum from the Records Management Officer.

#### RECORDS MANAGEMENT OFFICER

The Records Management Officer files stamped copy of the Form 140 that has been received from the Records Center. The RMO copy of Form 140 is forwarded to the Records Custodian with notation as to disposition action.

The RMO reviews all requests for records that are being recalled permanently by the retiring office.

#### RECORDS CUSTODIAN

The Records Custodian files the noted copy of the Form 140 that was received from the Records Management Officer, and destroys the Form 140 for the corresponding records.

STAT

TRANSMITTAL SLIP		DATE <i>6-8-70</i>	
TO			
ROOM NO.	BUILDING		
<i>7DA</i>	<i>May</i>		
REMARKS:			
<p><i>our Guide to Records Retirement (Staff Paper #4) has the same info but is not in Handbook format. I would like it to be but we couldn't get it published.</i></p>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	
	<i>HYRE</i>		
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.	
		GPO : 1957-O-439445 (47)	

STAT

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1		6-3-70	JS
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>This was a handout at the Federal Records Officer's Conference last week. It is an idea by the Manager from Switland - I thought you would be interested in his concept and could tell me if you see any ideas in it we might adapt.</p>			
FOLD HERE TO RETURN TO SENDER			
NAME AND PHONE NO.		DATE	
		1 June 70	